



Evaluations

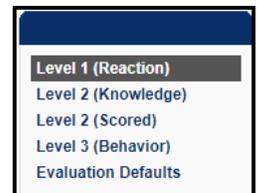
Administrators create and manage evaluations that can be attached to training in the catalog. Based on the first three levels of Kirkpatrick's Evaluation Model, the course evaluation tool includes three separate evaluations to measure the participant's reaction to the course, the amount of knowledge the participant gained, and how well the participant transferred the new knowledge to his or her job.

- Level 1 Evaluation** This is the most common evaluation and is used to measure and record a learner's reaction to training they've recently completed.
- Level 2 Evaluation** Measures the transfer of knowledge when the evaluation is taken before and after the training.
- Level 3 Evaluation** Measures the transfer of knowledge by evaluating changes in behavior after the training.

Question Bank

The Question Bank is used to create questions and question categories that are used in the evaluations. Each evaluation level has its own question bank.

1. Open the **Admin** tab in the menu bar and select **Catalog** in the dropdown.
2. Select **Evaluations** under the General Learning section.
3. Select appropriate **Evaluation Level** on the left-hand menu.
4. Select **Question Bank**.
5. Select **Create New Question**.



6. Key the question into the text box in the Question Properties.
7. Select the **Response Type** from the dropdown box. Available responses are:

- Yes/No
- True/False
- Likert Scale
- Multiple Choice/Single Answer
- Multiple Choice/Multiple Answer
- Text Only

8. Multi-part questions can be enabled if including sub-questions.
9. Comments may be enabled and/or required, and can include instructions for the user.
10. Select the Category in the **Select Category** dropdown box.
11. Select **Submit**.



Make a note of the question ID number to easily find the question when creating the evaluation.

Categories

Questions can be added to existing categories, or new categories can be created.

1. When creating questions, select the **Categories** tab.
2. Select **Create New Category**.
3. Key the name of the category in the text box.
4. Select the **Save** button  under the option column.

The screenshot shows a 'Categories' tab with a 'Create New Category' button and a text input field labeled 'NAME'.

Create Evaluations

1. Open the **Admin** tab in the menu bar and select **Catalog** in the dropdown.
2. Select **Evaluations** under the General Learning section.
3. Select the appropriate **Evaluation Level** on the left-hand menu.
4. Select **Create New Evaluation**.
5. Select the header in the **Select Header** dropdown.
6. Input the **Header Color** or use the **Select Color** button to select the color.
7. Name the evaluation and key any directions for the user.
8. Select the **Add** button  in the Questions section to add a section.
9. Fill in the fields in the Section Properties in the popup box.
10. Select the **Add a Question** button . This will open a new window.
11. Select questions with the **Add** button  under the ADD column.
12. Select **Done**.
13. Select **Submit**.

The screenshot shows a dropdown menu with the following options: Level 1 (Reaction), Level 2 (Knowledge), Level 2 (Scored), Level 3 (Behavior), and Evaluation Defaults.

The screenshot shows a 'Header' configuration box with a 'Select Header' dropdown, a 'Header Color' input field, and a 'Select Color' button.

The screenshot shows an 'Evaluation Name' form with fields for 'Evaluation Name', 'Default Language: English (US)', and 'Directions'.

The screenshot shows a 'Section Properties' popup box with fields for 'Section Title', 'Section', and 'Directions', and 'Cancel' and 'Done' buttons.